Date:

Local Agency Name:

Project Name:       Key #

ODOT Region #       Total Programmed Budget $

[**Applicability and guidance:** Follow approved Small Purchase procedures in section 3.1 the [**LPA A&E Requirements Guide**](https://www.oregon.gov/odot/Business/Procurement/DocsLPA/lpaAErequirements.pdf).]

Describe the proposed Project:

Describe the services and/or deliverables that are needed:

Estimated Contract Amount:

Consultant selected for negotiations:

Also list two alternates (in the event negotiations fail with the selected Consultant):

Alternate 1.

Alternate 2.

By signing below, Local Agency Evaluators certify that we have followed the required procedures for A&E Small Purchase Selection.

# Signature Signature Signature

Name (Please Print) Name (Please Print) Name (Please Print)

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** If negotiations fail to result in an acceptable agreement, terminate negotiations with the selected firm and begin negotiations with the first alternate firm, and so on, until agreement is reached or the process is terminated.